



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

July 1, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**DEPARTMENT OF PUBLIC HEALTH: AMENDMENT TO AGREEMENT  
WITH HLN CONSULTING, LLC, FOR PUBLIC HEALTH PREPAREDNESS AND  
RESPONSE TO BIOTERRORISM  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**CIO RECOMMENDATION: [X] APPROVE**

**SUBJECT**

Request approval to amend existing agreement for public health preparedness and response to bioterrorism.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize and instruct the Director of the Department of Public Health (DPH), or his designee, to execute Amendment Number 4 (Exhibit I) to Agreement Number H-702403 with HLN Consulting, LLC (HLN), to realign funding between existing deliverables and make minor modifications to the scope of work, payment, or delivery schedule, effective on the date of Board approval, with the current contractual obligation remaining at \$1,558,280, 100 percent offset by the Centers for Disease Control and Prevention (CDC), Notice of Cooperative Agreement (NCA) U90/CCU917012-07 and Notice of Award (NA) U90TP917012-08.

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2. Delegate authority to the Director of DPH, or his designee, to make future changes to HLN's scope of work, payment, or delivery schedule as required by the CDC for evolving local preparedness strategies, subject to approval by County Counsel, Chief Information Officer, and Chief Executive Officer, and notification to your Board.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow DPH to authorize HLN, the sole source selected provider, to re-align enhancements to the Los Angeles Immunization Network Registry Bioterrorism Response module (LINK-BT) and Facility Profile application to finalize the systems currently under development by HLN. The LINK-BT system is a web-based registry capable of tracking the mass vaccination and administration of vaccines and medications to individuals at risk during a public health emergency. The Facility Profile system is a web-based system capable of capturing critical information on "Points of Distribution" facilities to aid disaster planning efforts and mass vaccination/prophylaxis operations.

The Agreement currently requires that a negotiated "Amendment" to this Agreement be prepared and executed by the County's Board of Supervisors and Contractor for any change requested by the County, which affects the scope of work, payment, or delivery schedule included in this Agreement. Delegated authority to make these required changes provides DPH with the flexibility needed to address adjustments required or suggested by the CDC for local preparedness strategies and ensure alignment with those rapidly evolving CDC requirements, such as new user requests and complete critical feature enhancements. In addition, the systems undergoing modification and enhancement by HLN are currently being used in day-to-day operations and in preparedness exercises.

#### **Implementation of Strategic Plan Goals**

This action supports Goals 1, 3, 4 and 8: Service Excellence, Organizational Effectiveness, Fiscal Responsibility, and Public Safety respectively.

#### **FISCAL IMPACT/FINANCING**

The current contractual obligation will remain unchanged at \$1,558,280. This amount is 100 percent offset by the CDC NCA U90/CCU917012-07 and NA 5U90TP917012-08, for the period of August 30, 2007 through August 9, 2008.

Funding for this Amendment is included in the Fiscal Year 2007-08 Adopted Budget, and will be requested in future fiscal years, as necessary. There is no additional net County cost associated with these recommendations.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In conjunction with DPH's Public Health Information Systems, HLN will support preparedness efforts by providing continued development support and enhancements to the LINK-BT system and Facility Profile applications, effective upon Board approval through August 9, 2008, with two 12-month renewal terms through August 9, 2010.

CDC funding has been approved during the 2007-08 grant period of performance to support the completion of these two system development efforts. Failure to expend the approved funds by the end of the current contract term, August 9, 2008, will result in these funds being returned to the CDC and prevent the completion of enhancements to these systems.

County Counsel has approved Exhibit I as to form. The Chief Information Officer concurs with the DPH's recommendation.

### **CONTRACTING PROCESS**

On May 20, 2003, your Board approved the initial sole source agreement (Agreement Number H-300184) with HLN through August 30, 2004 in the amount of \$345,000, 100 percent offset by CDC funds.

On August 26, 2003, your Board approved Amendment Number 1 which increased the maximum obligation to \$760,800, effective upon Board approval through August 30, 2004, with provisions for an automatic renewal through August 30, 2005; your Board also delegated authority to execute amendments up to 25 percent of the maximum contractual obligation.

On August 17, 2004, your Board approved Amendment Number 2 which increased the maximum obligation to \$2,419,237, effective upon Board approval through August 30, 2005, with provisions for a 12-month automatic renewal through August 30, 2006. Due to time delays associated with the acquisition of a commercial off-the-shelf inventory management system, an administrative letter was initiated September 29, 2005 to reduce Amendment Number 2 by \$528,577, for a reduction of the total maximum obligation from \$2,419,237 to \$1,890,660.

A Replacement Agreement with HLN (Agreement Number H-702403) was developed at the request of County Counsel and the Chief Information Office to bring this agreement into alignment with current standards and structure for County Information Technology agreements.

On August 15, 2006, your Board approved the Replacement Agreement in the amount of \$975,610, to enhance the software application through August 29, 2007. On August 15, 2007, Administrative Amendment Number 1 to the Replacement Agreement was executed to redirect funds. On August 21, 2007, your Board approved Amendment Number 2 which: 1) increased the maximum County obligation to \$1,558,280; 2) extended the Agreement through August 30, 2008; and 3) provided for two 12-month automatic renewals through August 30, 2010.

Amendment Number 3 was executed under delegated authority and adjusted the termination date of the Agreement as directed by CDC, from August 30, 2008 to August 9, 2008. Amendment Number 4 will allow DPH to realign funding without affecting the current contractual obligations.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this Amendment will allow the continued utilization of funds as awarded by the CDC to enhance DPH's ability to respond to acts of bioterrorism. HLN provides continued support for the implementation of additional enhancements to the LINK-BT Response module to support mass vaccination/mass prophylaxis events, development and implementation of the Facility Profile system to support data capture assessments for Points of Distribution throughout the County, development of the Strategic National Stockpile warehouse operations plans and field operational procedures, and support services to deploy and maintain these critical systems.

Specifically, this Amendment will support key enhancements to the LINK-BT system and allow for: 1) prioritization of enhancements and features to the Facility Profile application to support countywide Point of Distribution site assessments and public health response activities; 2) additional system reports, integration with the County Enterprise Geographic Information System infrastructure, and advanced querying and search capabilities; and 3) increased interoperability with State and federal systems to ensure that DPH remains in compliance with emerging functional and technical requirements.

Delays in the execution of feature enhancements limit the ability of DPH to complete the delivery of these feature sets within the CDC's period of performance and significantly impact ongoing operations.

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**CONCLUSION**

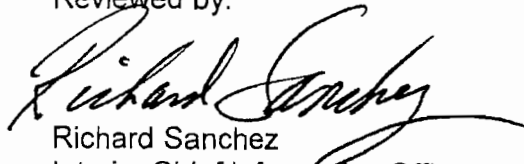
When approved, DPH requires three signed copies of the Board's action.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

Reviewed by:



Richard Sanchez  
Interim Chief Information Officer

WTF:SRH:SAS  
MLM:TOF:yb

Attachments (2)

c: County Counsel  
Interim, Chief Information Officer  
Director and Health Officer, Department of Public Health

070108\_DPH\_HLN

**CONSULTANT SERVICES AGREEMENT WITH HLN CONSULTING, LLC**  
**PUBLIC HEALTH PREPAREDNESS AND RESPONSE SERVICES AGREEMENT**

AMENDMENT NO. 4

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_ 2008,

by and between

COUNTY OF LOS ANGELES (hereafter  
"County"),

and

HLN CONSULTING, LLC (hereafter  
"Contractor")

WHEREAS, reference is made to that certain document entitled "REPLACEMENT AGREEMENT BY AND BETWEEN COUNTY OF LOS ANGELES AND HLN CONSULTING, LLC, FOR PUBLIC HEALTH PREPAREDNESS AND RESPONSE TO BIOTERRORISM," dated August 30, 2006, and further identified as County Agreement No. H-702403, and any amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to provide for the changes set forth herein; and

WHEREAS, the Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective on the date of approval by the Board of Supervisors of the County of Los Angeles.

2. Exhibits A-4, B-4, and D-4 shall be added to Agreement, as attached hereto and incorporate herein for reference.

3. Paragraph 1, "APPLICABLE DOCUMENTS AND DEFINITIONS", shall be amended as follows:

"1.1 Interpretation: Effective as of the effective date of this Amendment, Agreement shall be amended to attach Exhibit A-4, "STATEMENT OF WORK, HLN CONSULTING, LLC, ENHANCEMENTS TO THE LOS ANGELES-ORANGE IMMUNIZATION NETWORK (LINK) AND THE STRATEGIC NATIONAL STOCKPILE (SNS) MANAGEMENT SYSTEM IN SUPPORT OF BIOTERRORISM PREPAREDNESS AND RESPONSE," Exhibit B-4, "SCHEDULE OF DELIVERABLES AND PAYMENTS, HLN CONSULTING, LLC, LOS ANGELES-ORANGE IMMUNIZATION NETWORK BIOTERRORISM MOUDULE (LINK-BT) AND SNS-IS SOFTWARE ENHANCEMENTS," and Exhibit D-4, "PROJECT SCHEDULE, HLN CONSULTING, LLC, ENHANCEMENTS TO THE LOS ANGELES-ORANGE IMMUNIZATION NETWORK (LINK) AND THE STRATEGIC NATIONAL STOCKPILE (SNS) MANAGEMENT SYSTEM IN SUPPORT OF BIOTERRORISM PREPAREDNESS AND RESPONSE" attached hereto and incorporated herein by reference.

In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any tasks, subtasks, deliverables, goods, services or other work, or otherwise, between the body of this Agreement and the Exhibits, or between Exhibits, such

conflict or inconsistency, shall be resolved by giving precedence first to the body of this Agreement and then to the Exhibits according to the following priority:

EXHIBIT A	STATEMENT OF WORK
EXHIBIT A-1	STATEMENT OF WORK
EXHIBIT A-2	STATEMENT OF WORK
EXHIBIT A-4	STATEMENT OF WORK
EXHIBIT A.1	SYSTEM TESTING AND VALIDATION
EXHIBIT A.3	DISPUTE RESOLUTION PROCEDURES
EXHIBIT A.2	CDC PHIN CRA REQUIREMENTS
EXHIBIT A.4	ADDITIONAL TECHNICAL REQUIREMENTS
EXHIBIT B	SCHEDULE OF DELIVERABLES AND PAYMENTS
EXHIBIT B-1	SCHEDULE OF DELIVERABLES AND PAYMENTS
EXHIBIT B-2	SCHEDULE OF DELIVERABLES AND PAYMENTS
EXHIBIT B-4	SCHEDULE OF DELIVERABLES AND PAYMENTS
EXHIBIT B.1	CHANGE NOTICE REQUEST
EXHIBIT B.2	INVOICE DISCREPANCY REPORT
EXHIBIT C	SCHEDULE OF SYSTEM SUPPORT AND PROFESSIONAL SERVICES
EXHIBIT D	PROJECT SCHEDULE
EXHIBIT D-1	PROJECT SCHEDULE
EXHIBIT D-4	PROJECT SCHEDULE



EXHIBIT E	CONTRACTOR EMPLOYEE ACKNOWLEDGMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT
EXHIBIT F	IRS NOTICE 1015
EXHIBIT G	SAFELY SURRENDERED BABY LAW
EXHIBIT H	CONTRACTOR'S EEO CERTIFICATION
EXHIBIT I	CONTRACTOR'S OBLIGATION AS A BUSINESS ASSOCIATE UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996
EXHIBIT J	CERTAIN SUBCONTRACT PROVISIONS"
EXHIBIT K	CHARITABLE CONTRIBUTION CERTIFICATION"

4. Paragraph 8, CONTRACT SUM, Subparagraph 8.1, General, shall be revised to read as follows:

"8.1 General: The Contract Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, subtasks, deliverables, goods, services and other work requested and specified under this Agreement. All Work completed by Contractor must be approved in writing by County. If County does not approve Work in writing, no payment shall be due to Contractor for that Work. Upon the effective date of this Agreement through August 9, 2008, the maximum obligation of County for Contractor's performance hereunder shall not exceed One Million Five Hundred Fifty-eight Thousand Two Hundred Eighty (\$1,558,280) for the term of this Agreement.

Contractor shall use such funds only to pay for services as set forth in EXHIBIT A, EXHIBIT A-1, EXHIBIT A-2, and EXHIBIT A-4, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County. The Contract Sum shall not be adjusted for any costs or expenses whatsoever of Contractor.

If this Agreement is renewed for the periods August 10, 2008 through August 9, 2009, and August 10, 2009 through August 9, 2010, the maximum obligation of County for Contractor's performance will be determined by Director upon the availability of federal funds for the renewal terms. Such renewal shall be effected by an amendment (i.e., administrative amendment) executed by Contractor and Director, pursuant to a grant of delegated authority from the Board of Supervisors."

5. Paragraph 9. INVOICES AND PAYMENTS, Subparagraph 9.1 Invoices, shall be revised to read as follows:

"9.1 Invoices: County agrees to compensate Contractor in accordance with the payment structure set forth in Exhibit B, Exhibit B-1, Exhibit B-2, and Exhibit B-4, attached hereto and incorporated herein by reference."

Contractor shall invoice County monthly, in the arrears, for all tasks, subtasks, deliverables, goods, services and other Work, which are specified in Exhibit A, Exhibit A-1, Exhibit A-2, and Exhibit A-4 (Statement of Work) and which are provided by Contractor and approved in writing by County in accordance with Subparagraph 2.4 (Approval of Work). Contractor shall prepare invoices, which shall include the charges owed to Contractor by County under the terms of this Agreement. All invoices shall be subject to County's written approval pursuant to

Subparagraph 2.5 (Approval of Invoices). Contractor's payments shall be as provided in Exhibit B.

Exhibit B-1, Exhibit B-2, and Exhibit B-4 (Schedule of Deliverables and Payments). All invoices under this Agreement shall be submitted to County's Project Manager. Each invoice submitted by Contractor shall:

A. Indicate the tasks, subtasks, deliverables, goods, services or other Work as described in Exhibit A , Exhibit A-1, Exhibit A-2, and Exhibit A-4 (Statement of Work) for which payment is claimed and attach evidence of County's approval of such tasks, subtasks, deliverables, goods, services or other Work pursuant to Subparagraph 2.4 (Approval of Work).

B. Indicate the date of written approval of the tasks, subtasks, deliverables, goods, services or other Work by County's Project Director.

C. Indicate the cumulative amount of Pool Dollars charged to County to date and the remaining Pool Dollars available for use in connection with this Agreement generally.

D. Indication of any applicable withholds or credits due to County under the terms of this Agreement or reversals thereof, including credits for any liquidated damages assessed in accordance with Paragraph 20, Fair Labor Standards (Liquidated Damages) should be provided."

6. Paragraph 7. CHANGE NOTICES AND AMENDMENT, SUBPARAGRAPH 7.4 shall be added to read as follows:

"7.4 For any change requested by County, in response to a CDC requirement or guidance for local preparedness strategies, which affects the scope

of work, payments, or delivery schedule included in this Agreement, a negotiated written "Amendment" to this Agreement shall be prepared and executed by the Director and Contractor."

7. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health

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and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

\_\_\_\_\_  
HLN CONSULTING, LLC  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
RAYMOND G. FORTNER, JR  
County Counsel

APPROVED AS TO CONTRACT ADMINISTRATION:

DEPARTMENT OF PUBLIC HEALTH

By \_\_\_\_\_  
Gary T. Izumi, Chief  
Contracts and Grants Division

#00656.rdt  
05.08.08

**STATEMENT OF WORK  
HLN CONSULTING, LLC**

**ENHANCEMENTS TO THE LOS ANGELES-ORANGE IMMUNIZATION NETWORK (LINK)  
AND THE STRATEGIC NATIONAL STOCKPILE (SNS) MANAGEMENT SYSTEM IN  
SUPPORT OF BIOTERRORISM PREPAREDNESS AND RESPONSE**

**August 30, 2007 through August 9, 2008**

The services defined in this statement of work are part of the Los Angeles County Department of Public Health's (DPH) efforts to expand its technological infrastructure to support the Bioterrorism and Public Health Information Network (BT-PHIN) Action Plan that has been approved by the Centers for Disease Control and Prevention (CDC) and the County Chief Information Office. This document details the services needed to enhance and deploy the Los Angeles-Orange Immunization Network Registry's BT Module. It also details the development and implementation services necessary to support the Strategic National Stockpile initiative. All tasks and deliverables noted in this document are targeted to meet CDC requirements and local and state planning and response efforts.

***LOS ANGELES IMMUNIZATION NETWORK BIOTERRORISM SOFTWARE  
ENHANCEMENTS AND IMPLEMENTATION SUPPORT***

Los Angeles County (LAC) is developing bioterrorism response capability for the Los Angeles-Orange Immunization Network (LINK), the immunization registry deployed throughout the County. In accordance with the Department of Public Health BT-PHIN Action Plan, grant funds have been specifically allocated to enhance LINK to address mass vaccination/prophylaxis events at a series of Point of Distribution (POD) sites within the jurisdiction and, potentially, at the regional and state level. To develop this capacity, the Contractor shall assist COUNTY by providing professional services to develop and implement enhancements to the LINK Bioterrorism Software Module (Link BT Module).

***SNS-IS SOFTWARE DEVELOPMENT AND IMPLEMENTATION SUPPORT***

For this portion of the SNS Information System Planning and Development effort, Contractor shall assist COUNTY in improving and maintaining the systems that support Los Angeles County's Strategic National Stockpile strategy (hereafter referred to as the "SNS-IS"), in accordance with CDC functional and technical requirements and SNS/POD operational plans. Phase IV of this effort will involve several elements including the support of enhancements to the SNS Inventory Management System (hereafter referred to as the "SNS-IMS") and implementation of enhancements to the Facility Profile Application. The SNS-IS systems, as well as the LINK-BT module noted above will be integrated under the County's Public Health Information Network (PHIN) architectural environment for use in the event of an emergency. For some of these tasks, the Contractor shall need to work closely with other County vendors, including the inventory system product vendor. Additional SNS activities under this SOW shall

include formulation, documentation, and implementation of complete operational procedures for emergency operations.

To support the activities noted above, Contractor shall assist County by providing the services in the following Tasks and Deliverables:

**Task 1: Project Management and Planning Services**

Contractor shall provide project management services to assist the County's planning efforts, set priorities, and ensure that LINK-BT and SNS project-related Tasks and Deliverables are completed according to County priorities throughout the 2007-2008 year.

Deliverable 1.0: Provide Project Management Services

Contractor shall develop and maintain an MS Project (or equivalent) LINK-BT and SNS work plans throughout the life cycle of the engagement, outlining key Deliverables and project timelines. Contractor shall track ongoing progress, provide an updated work plan and status report at the end of each month, or upon request by County's Project Director. Contractor shall set up e-mail contact lists for project updates/notifications and initialize and maintain a LINK-BT and SNS project stakeholder website throughout the term of the contract.

**Task 2: Implement and Deliver LINK-BT for Countermeasure Response Administration Campaigns**

Contractor shall add additional features to the LINK-BT system that enables users to collect and report on patient, immunization, and medication information for CRA campaigns. The application shall be designed for a high degree of usability and rapid data entry and shall permit customization of the data collected on a campaign-by-campaign basis.

Deliverable 2.0: LINK-BT Production-Ready Release #1

Contractor shall perform the remaining configuration and/or modifications to the latest version of the production LINK-BT system to meet the interim needs of the growing user base. This includes configuring the application's security and user roles, location information, fields to be captured during a CRA campaign, and links to third party resources. County will provide Final Acceptance and sign-off on the deliverable in accordance with the body of this Agreement.

Deliverable 2.1: LINK-BT Production-Ready Release #1.5

Contractor shall enhance the LINK-BT system and deliver a production-ready release of the LINK-BT system that includes all of the components listed below. County will provide Final Acceptance and sign-off on the deliverable in accordance with the body of this Agreement. The components for this deliverable shall include:

1. New Immunization Screen
2. Edit Immunization Screen
3. CDC Aggregate Vaccine Doses Report (for pandemic flu reporting)

#### Deliverable 2.1.1: LINK-BT Production-Ready Release #2

Contractor shall enhance the LINK-BT system and deliver a production-ready release of the LINK-BT system that includes all of the components listed below. County will provide Final Acceptance and sign-off on the deliverable in accordance with the body of this Agreement. The components for this deliverable shall include:

1. Vaccine Management (Add, Disable)
2. Medication Management (Add, Disable)
- ~~3. Immunization Algorithm~~
3. Patient History Screen Enhancements
  - a. "Why" button – explanation of assessment of immunization history
  - b. Pre-defined Individual Patient Report
4. New/Edit Medication Screen
5. Dispensor/Vaccinator Lookup Table Management
6. Up to 3 Reports

#### Deliverable 2.2: Production-Ready Release #3

Contractor shall enhance the LINK-BT system and deliver a production-ready release of the LINK-BT system that includes all of the components listed below. County will provide Final Acceptance and sign-off on the deliverable in accordance with the body of this Agreement. The components for this deliverable shall include:

1. Patient History Screen Enhancements
  - a. Risk Tracking
  - b. Adverse Event Tracking
  - c. Immunization History Quick Form
  - d. Medication History Quick Form
- ~~2. Lot & Inventory Management (including linkages to SNS Inventory Management System)~~
- ~~3. Patient Merging~~
2. Up to 4 Additional Reports

### **Task 3: Implement and Deliver Facility Profile Software Enhancements for Countermeasure Response Administration Campaigns**

To enhance the County's ability to plan the usage of physical sites and locations throughout the County during CRA campaigns and other emergency response activities, Contractor shall enhance the Facility Profile System in accordance with the deliverables specified below.

#### Deliverable 3.0: Facility Profile Release #1 – Auditing Functionality

Contractor shall enhance the Facility Profile system and deliver a production-ready release of the application that includes the ability to audit preplan. ~~The auditing functionality shall utilize the applications's existing notification capabilities to inform appropriate parties that a facility profile is either due to be audited and/or an audit has been completed. It will furthermore enforce all associated authorization and task assignments.~~ all of the components listed below. County will provide Final Acceptance and sign-off on the deliverable in accordance with the body of this Agreement. The components for this deliverable shall include:

1. "Empty" Survey Report
2. GIS Facility Coordinate Data



3. GIS Database SYNC
4. Pre-Plan Generation Based on Search Results
5. Search Results Screen Print

#### **Task 4: RSS Warehouse and POD Operations Planning**

Based on previous planning efforts and evolving procedures related to management of SNS activities, Contractor shall update or create new documentation that will assist LAC DPH managers, coordinators and other personnel to effectively utilize County SNS business processes, systems, and resources during a response to a public health emergency.

##### Deliverable 4.0: RSS Warehouse and POD Operations Documentation

As per County priorities, Contractor shall assist County in updating and refining the SNS business process documentation or inventory management software procedures at the Warehouse and PODs. Contractor must ensure accuracy of the procedures with respect to the latest business processes defined by the CDC. Contractor shall provide iterative drafts for review by County and other stakeholders, as necessary. Contractor shall finalize the document based on the feedback received and submit to County for Final Acceptance and sign-off in accordance with the body of this Agreement. All drafts and final documentation shall be posted on the SNS project website, and hardcopies of the final deliverable shall also be provided to the County Project Director and SNS Program.

#### **Task 5: LINK-BT and SNS-IS Operations and Implementation Support Services**

Contractor shall provide technical support services to support County efforts to ensure high availability and continuity of operations for LINK-BT. Contractor shall also support County in implementing LINK-BT enhancements needed to enhance support for critical operations and emerging CDC requirements.

Contractor shall also provide technical support services in order to support County efforts to ensure high availability and continuity of operations of all the SNS-IS applications, including the SNS-IMS (inventory system) and Facility Profile applications. Contractor shall also support County in implementing enhancements needed to enhance support for critical operations and emerging CDC requirements.

Update requirements, modify applications as appropriate, and ensure quality assurance.

HLN Exhibit A-4, SOW, 4-24-2008

<b>SCHEDULE OF DELIVERABLES AND PAYMENTS</b> <b>HLN Consulting, LLC</b> <b>LOS ANGELES-ORANGE IMMUNIZATION NETWORK BIOTERRORISM MODULE</b> <b>(LINK-BT)</b> <b>AND</b> <b>SNS-IS SOFTWARE ENHANCEMENTS</b>		
<b>DELIVERABLE</b>	<b>TIMELINE</b> (From Contract Date)	<b>BUDGET</b>
<b>Task 1: LINK-BT and SNS Project Management / Planning Services</b>		
1.0: LINK-BT and SNS monthly status reports; planning services; priority setting and review; project website, establishment and maintenance of work plans	Months 1-12 (\$7291.66 per month)	\$87,500
<b>Task 2: Implement and Deliver LINK-BT Software Enhancements for Countermeasure Response Administration Campaigns</b>		
2.0 LINK-BT Production-Ready Release #1 (System Configuration)	Month 1	\$16,909
2.1: LINK-BT Production-Ready Release #1.5	Month 5	\$73,923
2.1.1: LINK-BT Production-Ready Release #2	Month 5 10	\$85,766 <del>\$38,367</del>
2.2: LINK-BT Production-Ready Release #3	Month 8 12	\$75,451 <del>\$122,820</del>
<b>Task 3: Implement and Deliver Facility Profile Software Enhancements for Countermeasure Response Administration Campaigns</b>		

3.0: Facility Profile Release 1—Auditing Functionality Production – Ready Release #2	Month 8 12	\$28,894
<b>Task 4: RSS Warehouse and POD Operations Planning</b>		
4.0: RSS Warehouse and POD Operations and Procedures Documentation	Month 9	\$34,227
<b>Task 5: LINK-BT and SNS-IS Operations, Quality Assurance, and Maintenance Support Services</b>		
5.0: Provide LINK-BT and SNS-IS Operations, Quality Assurance, and Maintenance Services	Ongoing Throughout Period	Up to Maximum of \$180,000 (Pooled)
		<b>Total: \$582,670</b>

Tasks 1-4 shall be provided on a fixed price basis. Task 5.0 shall be provided on a fee-for-service basis until the line item budget of \$180,000 in pooled hours is expended.

Billing will be based on hourly rates for actual consulting time, without a minimum per-event requirement. Invoices will be provided by Contractor monthly during months when these services are rendered. Travel expenses will be reimbursed at cost against the pooled hours and will not to exceed County reimbursement rates. The rate billed for off-site and on-site support charges will depend on the Contractor's resources involved, based on the following project team labor classification, respective hourly rate and event categories:

<b>Project Team Classification</b>	<b>Hourly Rate</b>
Principal	\$202.38
Project Manager II	\$173.47
Project Specialist IV	\$174.77
Project Specialist III	\$156.12
Project Specialist II	\$141.01
Programmer Analyst IV	\$160.33
Programmer Analyst III	\$144.56
Programmer Analyst II	\$127.21
Systems Programmer II	\$127.21

**PROJECT SCHEDULE  
HLN CONSULTING, LLC**

**ENHANCEMENTS TO THE LOS ANGELES-ORANGE IMMUNIZATION NETWORK  
(LINK) AND THE STRATEGIC NATIONAL STOCKPILE (SNS) MANAGEMENT  
SYSTEM IN SUPPORT OF BIOTERRORISM PREPAREDNESS AND RESPONSE**

**August 30, 2007 through August 9, 2008**

The following project schedule defines the high-level steps and timetable that are planned for the completion of the deliverables identified in this Scope of Work. HLN will complete all tasks within the time allotted. LAC DHS is required to complete review of sub-deliverables in a timely fashion to ensure that the schedule can be adhered.

The bold-faced items in the project schedule below refer to the high-level tasks defined in the Statement of Work in Exhibit A-4. The italicized items correspond to the official deliverables for these tasks. Furthermore, where necessary, the schedule specifies additional activities and prerequisites for completing the deliverables.

<b>Task Name</b>	<b>Start</b>	<b>End</b>
<b>Task 1 - Project Management and Planning Services</b>	<b>Month 1</b>	<b>Month 12</b>
<i>Monthly Status Reports / Project Website / Project Plan Maintenance</i>	<i>Month 1</i>	<i>Month 12</i>
<b>Task 2 – Implement and Deliver LINK-BT Production-Ready Releases</b>	<b>Month 1</b>	<b>Month 1</b>
<b>2.0 Production-Ready Release 1 (System Configuration)</b>	<b>Month 1</b>	<b>Month 1</b>
<i>Production Release Notes and Technical Documentation</i>	<i>Month 1</i>	<i>Month 1</i>
<b>2.1: Production-Ready Release #1.5</b>	<b>Month 2</b>	<b>Month 5</b>
<i>Draft Software Design Document</i>	<i>Month 2</i>	<i>Month 2</i>
<i>Final Software Design Document</i>	<i>Month 2</i>	<i>Month 2</i>
<i>Beta Release</i>	<i>Month 3</i>	<i>Month 4</i>
<i>Beta Release Notes</i>	<i>Month 3</i>	<i>Month 4</i>
<i>Production Release Notes and Technical Documentation</i>	<i>Month 5</i>	<i>Month 5</i>
<b>2.1.1: Production-Ready Release #2</b>	<b>Month 5- 7</b>	<b>Month 8- 10</b>
<i>Draft Software Design Document</i>	<i>Month 6- 8</i>	<i>Month 6- 8</i>
<i>Final Software Design Document</i>	<i>Month 6- 8</i>	<i>Month 6- 8</i>
<i>Beta Release</i>	<i>Month 7- 9</i>	<i>Month 7- 9</i>
<i>Beta Release Notes</i>	<i>Month 7- 9</i>	<i>Month 8- 10</i>
<i>Production Release Notes and Technical Documentation</i>	<i>Month 8- 9</i>	<i>Month 8- 10</i>
<b>2.2: Production-Ready Release 3</b>	<b>Month 8- 9</b>	<b>Month 11- 12</b>
<i>Draft Software Design Document</i>	<i>Month 8- 9</i>	<i>Month 8- 9</i>
<i>Final Software Design Document</i>	<i>Month 8- 9</i>	<i>Month 8- 9</i>
<i>Beta Release</i>	<i>Month 9- 10</i>	<i>Month 10- 11</i>
<i>Beta Release Notes</i>	<i>Month 9- 10</i>	<i>Month 10- 11</i>

Task Name	Start	End
<i>Production Release Notes and Technical Documentation</i>	<i>Month 10- 11</i>	<i>Month 11- 12</i>
<b>Task 3: Implement and Deliver Facility Profile Software Enhancements for Countermeasure Response Administration Campaigns</b>	<i>Month 4- 8</i>	<i>Month 8- 12</i>
<b>3.0: <del>Preplan Auditing Component</del> Production – Ready Release 2</b>	<i>Month 4- 8</i>	<i>Month 8- 12</i>
<i>Specifications</i>	<i>Month 2- 8</i>	<i>Month 2- 9</i>
<i>Beta Release</i>	<i>Month 3- 9</i>	<i>Month 6- 10</i>
<i>Functional Testing (County)</i>	<i>Month 6- 10</i>	<i>Month 7- 11</i>
<i>Production-capable Release</i>	<i>Month 7- 11</i>	<i>Month 8- 12</i>
<b>Task 4 - RSS Warehouse and POD Operations Planning</b>	<b>Month 1</b>	<b>Month 9</b>
<b>4.0: RSS Warehouse and POD Operations Guides and Field Procedures</b>	<b>Month 1</b>	<b>Month 9</b>
<i>Stakeholder Identification / Interviews</i>	<i>Month 1</i>	<i>Month 4</i>
<i>RSS Warehouse and POD Operations Guides and Field Procedure (iterative) Drafts</i>	<i>Month 5</i>	<i>Month 9</i>
<b>Task 5: LINK-BT and SNS-IS Operations, Quality Assurance, and Maintenance Support Services</b>	<b>Month 1</b>	<b>Month 12</b>
<b>5.0: Provide LINK-BT and SNS-IS Support Services</b>	<b>Month 1</b>	<b>Month 12</b>

HLN Exhibit D-4, Project Schedule, 4-24-2008

## CIO ANALYSIS

**AMENDMENT NO. 4 TO AGREEMENT H-702403 WITH HLN CONSULTING, LLC (HLN)  
FOR SUPPORT OF THE LOS ANGELES-ORANGE IMMUNIZATION NETWORK (LINK)  
IMMUNIZATION REGISTRY BIOTERRORISM RESPONSE MODULE**

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION  
☐ DISAPPROVE

**Contract Type:**

☐ New Contract ☒ Contract Amendment ☐ Contract Extension  
☒ Sole Source Contract ☐ Hardware Acquisition ☐ Other

New/Revised Contract Term: Base Term: Thru 8/09/08 # of Option Yrs: Two 1-yr  
Options (No Change)

**Contract Components:**

☐ Software ☐ Hardware ☐ Telecommunications  
☒ Professional Services

**Project Executive Sponsor:** Jonathan Fielding, M.D., M.P.H., Director, DPH

**Budget Information :**

Y-T-D Contract Expenditures	\$ 1,558,280
Requested Contract Amount	\$ 0 (Does not add any new dollars to agreement)
Aggregate Contract Amount	\$1,558,280

**Project Background:**

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project subvented? If yes, what percentage is offset? 100% by Center for Disease Control and Prevention (CDC), Bioterrorism Preparedness Response (BPR) redirect funds.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved.

**Strategic Alignment:**

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT Standards?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).
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**Project/Contract Description:**

The Department of Public Health (DPH) is requesting Board approval for a proposed Amendment No. 4 to their existing sole source agreement with HLN Consulting, LLC (HLN) for professional services to continue enhancements to the Los Angeles-Orange Immunization Network (LINK) Immunization Registry Bioterrorism (BT) Response module to address mass vaccination/prophylaxis events at Point of Distribution (POD) sites within the jurisdiction. This amendment includes the following:

- Realigns funding between existing deliverables and provides for minor modifications to the current scope and delivery schedule; and
- Authorizes the Director of DPH, or his designee, to execute further amendments to the Agreement that would modify the scope of work, payments or delivery schedule as may be required by Center for Disease Control and Prevention (CDC) or by DPH in response to CDC guidance on evolving local preparedness strategies. These modifications would require review and approval by County Counsel, the Chief Information Office (CIO) and Chief Executive Office (CEO). Currently, these types of modifications to the Agreement require direct Board approval. Any desired modifications to the Agreement that are not required by CDC or that are not in response to CDC guidance or evolving local preparedness strategies, would still require Board approval.

**Background:**

To ensure the availability and rapid deployment of pharmaceuticals, antidotes, and other critical medical supplies and resources to counter the effects of nerve agents, biological pathogens, and chemical agents, the CDC developed the Strategic National Stockpile (SNS) Program. The SNS, formerly referred to as the National Pharmaceutical Stockpile, is currently ready for deployment to any U.S. location in the event of a terrorist attack involving a biological or chemical agent directed against a civilian population. Over the course of the last several years, the DPH Bioterrorism Preparedness and Response Program has implemented operational plans to support the receipt, distribution, and dispensing of pharmaceuticals and medical assets from local caches and the SNS.

As part of its comprehensive plan to develop information systems in support of the Bioterrorism Preparedness and Response Initiative, DPH allocated bioterrorism funding to develop an initial set of enhancements to the LINK to support bioterrorism response. On May 20, 2003, the Board approved a sole source agreement with HLN (Agreement No. H-300184) in the amount of \$345,000 funded under Cooperative Agreement No. U90/CCU917012-03 with the CDC to develop the ability to track and deliver critical vaccines to the citizens of Los Angeles County during a public health emergency. A subsequent replacement agreement (Agreement H-702403, the current agreement) and three amendments thereto have provided for key enhancements to the LINK Immunization Registry to support emergency response activities.

**Project Justification/Benefits:**

HLN was awarded a sole source agreement based on its development and sole support for the State of California Automated Immunization Registry (CAIR) as an integrated inventory tracking system for SNS. Considering the expertise of the contractor, the proprietary nature of the software, the need to quickly implement these activities to meet both CDC grant requirements and national preparedness mandates, it is recommended that the services provided by HLN be continued.

**Project Metrics:**

DPH will review business requirements, system operations plans, and compliance assessments to ensure that all critical elements have been evaluated and that HLN has successfully provided all required documentation. DPH and SNS project work groups will monitor system development activities and validate system operations to ensure that it reflects basic workflow requirements and addresses all key elements outlined in the system development plan. Finally, the DPH and LINK Network staff will review and validate LINK-BT system enhancements to ensure consistency with security and usability requirements.

**Impact on Service Delivery or Department Operations, if Proposal Is Not Approved:**

In order to adequately prepare for a possible bioterrorism event, it is critical for DPH to have an effective and reliable strategy for managing assets from local caches and the SNS and ensuring the efficient delivery of critical medications to the citizenry of Los Angeles County. Failure to approve this proposal would:

- Prevent the DPH Bioterrorism Preparedness and Response Program from meeting critical CDC grant requirements, which could potentially impact future funding due to noncompliance, and
- Limit DPH's ability to receive, distribute, and dispense critical medications and medical supplies to the citizens of Los Angeles County during a public health emergency.

**Alternatives Considered:**

No other alternatives were considered.

**Project Risks:**

Payment for services will be on a time and materials basis rather than a fixed-price basis. Accordingly, the normal risks inherent in any time-and-materials agreement are present here, as well (i.e., contractor receives payment for services rendered whether or not the desired outcomes are achieved).



**Risk Mitigation Measures:**

To mitigate the above-mentioned risks, four of the five Tasks listed in Exhibit B-4 to the Agreement will be performed on a fixed-price basis. Only one task (Task 5) will be billed based on hourly rates for actual consulting time provided, without a minimum per-event requirement. DPH has developed a very comprehensive and well-defined statement of work together with a detailed plan for managing the project, ensuring that the deliverables are completed as defined and within the prescribed timeframes.

**Financial Analysis:**

Amendment No. 4 does not impact the Agreement's financial obligation.

**CIO Concerns:**

None.

**CIO Recommendations:**

The Chief Information Office recommends Board approval of proposed Amendment No. 4.

**CIO APPROVAL**

Date Received: May 5, 2008

Prepared by: Earl Bradley

Date: 6/2/2008

Approved: 

Date: 6/2/2008